

**ENTRY-LEVEL POLICE OFFICER****Opening Date:** March 19, 2020**Salary Range:** \$5845 - \$7757/month**Closing Date:** June 15, 2020**NATURE OF POSITION**

Performs a variety of public safety work providing emergency aid, security and protection to the community's citizens.

**SUPERVISION RECEIVED**

General direction and oversight is provided by the assigned Shift Sergeant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values: **Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Employees of the Police Department are expected to model and foster the Department's core values: **Service – Pride – Integrity and Return with Honor in all endeavors.**
3. Patrol assigned area to aid in preventing crime and to enforce Federal, State and City laws and regulations.
4. Observe report and act upon conditions conducive to crime and danger such as checking buildings and residences for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs traffic flow when necessary.
5. Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects and assures proper receipting and safeguarding of personal effects.
6. Provides assistance to the public in emergency and non-emergency situations. Administers first aid and requests medical service. Performs crisis intervention in sensitive situations such as a family dispute. Provides general information to the public on laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
7. Prepares a variety of records and reports, such as reports on arrests, property impounded, accidents offenses, and damage to property.
8. Performs investigative assignments on serious crimes; conducts interviews of victims, witnesses and suspects; submits progress reports on cases under investigation; collects and documents evidence and may arrest suspects.
9. Appears in court, and is available to testify in matters which the officer has knowledge.
10. Maintains proficiency in the use of police related equipment.
11. Prepares and maintains legible, concise and understandable incident reports.
12. May perform special assignments related to investigation, crime prevention, traffic control, school resource, K-9, or SWAT.
13. May assist in the training of new officers and reservists.

**OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.

4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- City ordinances, Civil Service regulations, applicable State and federal laws and WAC rules.
- Content, intent and application of criminal law.
- Adult and juvenile judicial procedures and criminal justice system.
- Civil and constitutional rights.
- Department regulations, policies, procedures and general order.
- Laws of arrest, search and seizure.
- Techniques of investigation and interrogation.
- Criminal case preparation and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Report writing and case preparation.
- Crime scene management.
- Communicate effectively, both orally and in writing.
- Assign, instruct and review work of subordinates in an effective working relationship.
- Analyze dangerous situations rapidly and accurately and adopt an effective course of action.
- Enforce State, municipal and other applicable laws.
- Determine appropriate level and scope of Police response.

### **TOOLS AND EQUIPMENT USED**

Police vehicles; desktop and laptop computers; telephones and cell phones; in-car and portable radios; personal protective gear; bullet proof vest; department issued firearms; handcuffs; chemicals; OC pepper spray; Taser; baton; fax machines.

### **PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; repetitive hand movements; intermittently stand, walk, run, kneel down, stoop, bend at the waist and lift up to 50 pounds; seeing and hearing to conduct work; occasionally fulfill Police Officer duties during call-out for emergencies; may be required to carry, drag or restrain individuals.

### **WORK ENVIRONMENT**

Office environment and field setting at all times and weather conditions; driving a vehicle to conduct work; Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. Potential threat from exposure to toxic materials, bloodborne pathogens and other potential infectious materials; may be subject to physical threat from unruly and dangerous individuals, criminals, unsafe building sites and gunshots; and may require extended work schedule during period of emergency.

### **REQUIRED MINIMUM QUALIFICATIONS**

Any combination equivalent to: Graduation from high school or GED. Applicants must successfully pass a written, physical ability and oral examination prior to a conditional offer of employment. A polygraph, medical and psychological series of exams must also be passed with acceptable results.



## JOB ANNOUNCEMENT

### **SPECIAL REQUIREMENTS**

Must be a minimum of 21 years of age; a U.S. citizen; possess valid State driver's license and proof of good driving record; first aid and CPR certification; a background investigation must verify no prior criminal conviction or activity. Must successfully complete the Washington State Law Enforcement Training Commission Academy during initial eighteen-month trial service period.

### **DESIRED QUALIFICATIONS**

An Associates and/or Bachelor's Degree desirable. Bilingual in Spanish.

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### **APPLICATION AND SELECTION PROCEDURE:**

***A completed City application, resume, supplemental questionnaire, and a non-refundable \$20.00 testing fee must be returned by the closing date on the front of this announcement.*** Applications are available on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://wallawallawa.gov).

Applicants who meet the minimum qualifications may take the written examination on **June 24, 2020**. A score of 70% is needed to proceed to the physical ability testing later that afternoon. Bilingual candidates must also pass a bilingual exam. The top 20 candidates with an optional five additional bilingual candidates will be scheduled for an oral interview on **June 24-25, 2020**. *The number of candidates proceeding to the orals will not exceed 25.* An overall score of 70% is required for placement on the eligibility list.

Candidates wishing to apply for Veteran's Scoring points must provide a copy of their DD214 or DD216WS at the time they apply. Veteran's Points are applied after successful completion of ALL parts of the testing process.

***Note:*** All candidates who successfully pass will be placed on the entry level eligibility list. If there are sufficient (minimum 3) bilingual and/or lateral candidates who pass the test, secondary lists for Entry Level Bilingual Police may be established.

**CITY OF WALLA WALLA-HR  
15 N. Third Avenue  
Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to handicapped applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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***NOTE:*** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN,  
GENDER, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF  
SERVICES.**

**MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**



**SUPPLEMENTAL QUESTIONNAIRE  
APPLICATION FOR ENTRY LEVEL POLICE OFFICER**

Name \_\_\_\_\_  
Last, First, Middle Initial

*A completed application package **MUST** include: a completed City application, resume, this supplemental questionnaire and a \$20 filing fee. Absence of any of the referenced documents will result in your application being rejected and not receiving further consideration.*

*Due to the volume of applications we receive, we **will not** make follow-up contacts to those applicants with missing information after the close of business on Monday, June 15, 2020.*

*To ensure that your application package is complete, please check off the following items and return this form with your application.*

\_\_\_ You possess a high school diploma or GED.

\_\_\_ You possess a valid driver's license. State: \_\_\_\_\_

\_\_\_ You are or will be 21 years of age by 6/15/2020. DOB: \_\_\_\_\_

\_\_\_ You are a U.S. citizen.

\_\_\_ You have no felony convictions.

\_\_\_ Your non-refundable \$20 examination fee is enclosed. You can pay by check, money order, or you have the option of contacting the Finance Department at (509) 527-4423 and paying with a credit/debit card.

Are you applying for Veteran's Preference points? Circle: *Yes/No*

*A copy of your DD-214 must be included with your application. Veteran's Points are applied only after successful completion of ALL parts of the testing process.*

Are you planning to take the bilingual (English and Spanish) exam? Circle: *Yes/No*